



Port of Benton Job Description

Title: Director of Finance

Reports to: Executive Director

Department: Finance

The Port of Benton is a dynamic and forward-thinking organization committed to fostering economic development within our community. We provide a wide range of services and facilities to support businesses, industries, and local residents. The Director of Finance is responsible for all financial and accounting activities of the Port. A high degree of professionalism, integrity, and discretion is needed for this role.

Job Description

This class is responsible for the overall administration of the organization's financial and accounting operation including accounts payable, accounts receivable, employee payroll, and financial reporting and auditing for the organization.

Essential Duties:

Responsible for all financial activities of the Port, which include reviewing and auditing account activities for accuracy and compliance; auditing capital project activities; tracking grant financial activities; reconciliation accounts and financial statements; and preparing financial reports.

Manage the finance staff which include supervising, conducting performance evaluations, developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.

Responsible for employee payroll, ensuring accuracy and legality as it relates to finance. Oversee all payroll adjustments and provide back-up documentation and record keeping for payroll or benefits changes.

Review employee payroll for procedure compliance and information accuracy; reviews and audits payroll data.

Develops and administers budgets; reviews and approves justifications for budget items; monitors expenditures; and prepares budget reports.

Evaluates accounting system requirements and makes recommendations regarding system needs, improvements, and enhancements.

Provides oversight and monitors internal control structure to ensure they are appropriate in all aspects of daily operations.

Prepares and presents financial information to the Board of Commissioners and the public.

Makes necessary recommendations regarding improvements to the accounting system and/or internal control environment

Prepares financial statements, reports, presentations and conducts various financial analysis.

Responsible for implementation of the Capital Improvement Plan (CIP) from a project accounting and budgeting perspective and coordinates with other divisions and departments to help ensure success of each project, as well as compliance with the CIP, budget, and federal, state, and local grant requirements.

Requires a broad understanding of Federal, State and Local grant requirements and coordination with the various departments in implementing the grant agreements and CIP contracts.

Performs other duties of a similar nature and level as assigned.

Minimum Experience Required

Bachelor's degree in accounting or finance and a Certified Public Accountant (CPA) credential. Must have 15 years of experience in an accounting role and five years of management experience.

Knowledge of:

- Financial management principles, practices, and procedures
- Auditing principles and standards
- Budgeting principles
- Financial analysis techniques
- Financial system management principles
- Report preparation technique
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB) including, but not limited to, a working understanding of lease and pension accounting and reporting requirements
- Mathematical and statistical principles
- Compensation and benefits programs
- Applicable Federal, State and local laws, rules, and regulations
- Record keeping techniques
- Computers and related software applications.

Skilled In

- Applying accounting principles and practices
- Preparing and monitoring budgets
- Reading, comprehending, and analyzing financial statements
- Compiling and verifying financial data
- Preparing and maintaining financial statements and reports
- Maintaining financial systems and processes
- Interpreting and applying applicable laws, rules, regulations, policies and procedures
- Monitoring legal and regulatory changes pertaining to finance
- Compiling, analyzing, and summarizing information
- Maintaining confidentiality
- Providing customer service
- Preparing reports and maintaining records
- Utilizing a computer and relevant software applications
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, the public and others to sufficiently exchange or convey information and to receive work directions.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibility. Specific position assignments will vary depending on the business needs of the department.

Salary Range: \$150,000 - \$200,000